

Required Steps for Completing the DA Form 67-9 OCT 97 (OER)

In Accordance with AR 623-105 (dated: 1 Apr 1998) and all applicable

Department of the Army Personnel Messages

Part I – Administrative Data

- a. Name – Name will be capitalized
- b. SSN – Self-explanatory
- c. Rank – Enter three-digit abbreviation for military rank, not pay grade.
- d. Date of Rank – Self-explanatory
- e. Branch – Self-explanatory (IN, OD, SC, etc)
- f. Designated Specialties – Self-explanatory (11A, 91B, etc)
- g. Unit, ORG, Station, Zip Code, etc... - See example OER (put your duty location, state and zip)
- h. Reason for submission – See AR 623-105 page 26 which is attached (03 – change of rater, 04 – PCS or change of duty, 05 – Annual, etc)
- i. Period Covered – From date is the day after the day of your last evaluation. Thru date is the date OER is to be completed. Minimum requirements for OERs are 90 days. Ex. Annual see example OER.
- j. Rated Months – Count the month that the rating starts to get the correct number of months.
- k. Non-Rated Codes – If there were no non-rated periods, then leave blank. If there were Non-rated codes, see AR 623-105 page 27 which is attached.
- l. No. of Enclosures – Enter number of authorized enclosures forwarded, if any, with the OER.
- m. Rated Officer copy – **For PSB only**
- n. PSC Initials – **For PSB only**

- o. Command Code – Enter the soldier’s two-digit Major Command code (TC – TRADOC)
- p. PSB Code – Enter the four-digit alphanumeric code (TD11)

Part II – Authentication

- a. Name of Rater – (Last, First, MI) All caps, SSN, Position (self-explanatory), signature (self-explanatory), Date (leave blank).
- b. Name of Intermediate Rater – normally blank
- c. Senior Rater Information – **Same as item #a (see attached OER)**

Part III – Duty Description

- a. Principle duty Title – Enter principle duty title (Operations Officer AC/RC)
- b. Position AOC/BR – Enter duty MOS (ex. 02A00, 01A00, etc).

Part IV – Self-Explanatory

Part V – Performance and Potential Evaluation

- a. Self-explanatory
- b. Self-explanatory
- c. Ensure that the statement “ ex. Would best serve the Army in OPCF/11A,” goes in this block.

Part VII – Senior Rater – self explanatory

- d. List 3 Future Assignments for which the Officer is best suited - see attached OER. Also ensure that the statement Would best serve the Army in OPCF/90, goes in this block.

Note: Ensure that OER’s are printed head to toe. This means that when you flip the bottom of the OER up, then you should be able to read the OER without turning it sideways.

